

Chevy Chase Village Board of Managers

March 5, 2012

Special Meeting—Budget Work Session

Draft

BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Peter T. Kilborn, Vice Chair	Present
Allison W. Shuren, Secretary	Present
Richard Ruda, Assistant Secretary	Present
Lawrence C. Heilman, Treasurer	Present
Gary Crockett, Assistant Treasurer	Present
David L. Winstead, Board Member	Absent

STAFF

Shana R. Davis-Cook, Village Manager	Present
Demetri Protos, Finance Director	Present
Michael W. Younes, Director of Municipal Operations	Present
John M. Fitzgerald, Police Chief	Present
Jerry L. Lesesne, Director of Public Works	Present
Jacqueline A. Parker, Acting Administrative Assistant	Present

BUDGET COMMITTEE

Samuel A. Lawrence, Budget Committee Chair	Present
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2 Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the
3 meeting to order at 7:32 p.m. Mr. Winstead was absent. Ms. Baptiste explained that this special
4 work session was called to continue the review and discuss the Village Manager's draft budget
5 for FY2013, submitted by the Village Manager. The Board reviewed and discussed the
6 following:

- 7
- 8 1. The draft minutes from the Budget Work Session held on February 16, 2012 were
9 circulated prior to the Work Session; however, action was deferred until the March 12,
10 2012 regular Board of Managers Meeting.
 - 11 2. Changes requested during the February 16, 2012 work session were approved as outlined
12 in the memo submitted by the Village Manager prior to the work session.
 - 13 3. The Board requested that a review of the insurance policies held by the Village in regard
14 to Public Officials, Treasury, Fidelity & Crime be reviewed, including the liability
15 protections for Village officials. Representatives of the Board and the Village Manager
16 will meet to review these policies during the upcoming year.
 - 17 4. The Board discussed modifications to out-year costs in the CIP for the sidewalk
18 replacement project, specifically removal of the section of sidewalk that runs along the
19 Buffer. No action was taken by the Board.
 - 20 5. Although the Board agreed to leave the \$8,500 estimated in the budget for the cost of a
21 resident survey, alternate ways of soliciting residents' feedback on the status of the
22 community and services provided will be explored.

6. The Board held the draft budgeted amount (\$280,000) for the renovation of the Public Works Department pursuant to preliminary pricing information circulated prior to the meeting from the architecture firm, Studio CrowleyHall, PLLC.

The Board instructed the Manager to amend the draft budget as follows:

1. Administration, Operations:

- Reduce Legal-General Counsel from \$175,000 to \$150,000.

2. Facilities, Fleet & Infrastructure (these modifications reflect new contract pricing pursuant to the contract approved by the Board at its regular meeting on February 13, 2012):

- Reduce Landscape Maintenance Services in Parks, Trees & Greenspace from \$43,000 to \$28,000.
- Reduce Belmont Buffer M&R in Parks, Trees & Greenspace from \$10,000 to \$7,500.

3. CIP – Capital Equipment Purchases

- Increase Radio Upgrades from \$26,000 to \$32,000 in Capital Equipment Purchases to support installation of a mobile radio unit in the unmarked surveillance vehicle¹.

4. Reduce Crime Fighting Technology from \$75,000 to \$25,000 in Capital Equipment Purchases.

5. Cost of Living Adjustment (COLA)

- The Board of Managers agreed to follow the historic practice for determining the COLA (take the average increase from January of the previous year to the January

¹ Subsequent to the work session, and based upon uncontrollable delays associated with the Montgomery County Police Department, this line item was removed from the budget and delayed by two years in the CIP.

1 of the current year on the Bureau of Labor Statistic's Consumer Price Index for
2 Urban Wage Earners in the Washington D.C./Baltimore Maryland region) as
3 stated by Budget Committee Chair Sam Lawrence. Pursuant to the CPI average
4 increase from January 2011 to January 2012, the Board approved a 2.7% COLA
5 for all non-contract employees

6 The Board requested that the Manager and her staff provide the following information for the
7 Board to review:

8
9 1. Administration:

- 10 ○ Employee Manual – Investigate if a subscription service is available to aid in the
11 update of the manual. Legal review of the manual should be minimal and the use
12 of existing Counsel would be preferred.
13 ○ Insurances – Review insurance policy the Village currently maintains in regard to
14 loss limits and coverage.

15 2. Facilities, Fleet & Infrastructure – Parks, Trees & Greenspace:

- 16 ○ Dutch Elm Disease Prevention – Compile a count of Elm trees needing treatment
17 to determine if the \$15,000 figure requires adjustment.

18 3. CIP – Capital Equipment Purchases:

- 19 ○ Radio Upgrades – Chief Fitzgerald will further investigate the portable police
20 radio transmission issues experienced internally and in the Montgomery County
21 Police Department to determine viable remedies to the problem.
22 ○ Crime Fighting Technology – The Board assigned Mr. Crockett to work with
23 Chief Fitzgerald to research various crime fighting technologies.

4. The Board directed staff to include a detailed inventory of all communications tools, equipment, and vehicles in the applicable section of the draft Strategic Plan.

Ms. Baptiste requested any further questions or comments regarding the draft budget; hearing none, Ms. Baptiste called for the meeting to adjourn. The Board members present unanimously agreed to adjourn the work session. The work session adjourned at 10:24 p.m.

Secretary, Chevy Chase Village Board of Managers

Review by: MWY, SD-C; 3/15/2012